



Data Sharing System (DSS)

Data Entry Manual

For

Architectural Resources

Virginia Department of Historic Resources
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March 2012

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Introduction

Adherence to the instructions set forth in this manual is required for recording newly surveyed resources and/or updating existing records in the Data Sharing System (DSS). The DSS is the electronic archive or repository for data collected during a survey of cultural resources in the Commonwealth of Virginia. Records that do not meet the recordation standards of the Virginia Department of Historic Resources (DHR) as set forth in this manual are returned to the DSS user for revisions. The reason for return will be limited to referral to a general section of this manual as opposed to specific comments.

Helpful Reminders

Be sure to consult the DSS Users Guide for general information about the DSS Login Screen, potential error messages - and their meaning - and other helpful information that is not specific to data entry. Also, consult the Cultural Resources Survey in Virginia manual for guidance on survey methods, fieldwork in the Commonwealth and the information that is required to collect and prepare as a result of a cultural resource survey. The Archaeology Data Entry Manual is another document that might be helpful. These documents are located within the web site of the Virginia Department of Historic Resources: <http://www.dhr.virginia.gov/>.

Getting Started in the DSS

After the fieldwork and the requisite research are complete, it is time to record the survey data in the DSS. It is required to create a record in the DSS that, among other things, records the name of the surveyed resource, its physical location, a description of the immediate setting and any associated secondary resource(s) and if the surveyor is of the opinion that the resource is significant enough to warrant further study.

In order to record an architectural resource in the DSS, the user must have a DHR ID #. This number can be obtained from either the Archivist or the Survey Coordinator at the Department of Historic Resources (DHR). Contact information for these individuals can be found here http://www.dhr.virginia.gov/homepage_features/staff3.htm on the DHR web site.

Obtaining a new DHR ID #:

- In order for DHR to assign a new DHR ID #, submit (via fax or email) a copy of a clearly labeled section of the appropriate United States Geological Service (USGS) topographic quadrangle map showing the resource's exact location, as well as its historic/common name and/or its address. Please zoom-in sufficiently to show the black dot on the quad map.
- **NOTE:** If an exact address is not known at this time, provide at least the nearest road name or route number. Be sure to specify the topographic map "name" and the county or locality on the fax or in the email message. The omission of any of these pieces of information causes delays in the assignment of requested DHR ID #'s.
- **NOTE:** The DHR Archives keeps track of the assigned DHR ID #'s and is the only entity that has the authority to issue these numbers for use in the DSS. Do not assign your own number or enter a temporary number for architectural resources. In addition, the Archivist retains the map that is sent to DHR with the number request. For this reason, you must submit a map with the final DSS & survey documentation deliverables.

General Field/Data Attribute Information:

- **Red Field Names:** The user must enter data in these fields in order to save the record. The user cannot save the record without entering data in these fields.
- **“Add, Modify, Update, Remove”:** These four functionality “buttons” assist with adding new information into a record, editing and updating existing information, and/or removing erroneous information, respectively. These tools are found throughout the database in fields where there could be multiple entries of data pertinent to the primary resource.
- **“Save”:** At the end (in the bottom right corner) of every screen, you must select the “Save” button in order to advance to the next screen AND save the data that was just entered, otherwise, the information that was just entered will NOT be retained. The “Next” button serves to advance to the next screen ONLY and does not retain any of the data that was edited or entered. If you return to a previously edited page, to ensure that you see all the changes you have made to that screen, first select the “Refresh” button on the page using the icon in the Microsoft Explorer toolbar. If the refresh icon is not on the toolbar, go to View (in the toolbar), and select “Refresh” from the list.
- **Open Text Fields:** DHR refers to the following fields as “open text fields:” Users can enter “free-form” text in these fields. Preface all information in the open text fields with the date (month, year) of the survey, regardless if this is the first survey or a follow-up survey. Note: this should be the date of the field work and not the data entry, if different.
 - Site Description (screen 2)
 - Secondary Resource Summary (screen 2)
 - Architectural Description (screen 4)
 - Significance Statement (screen 5)

DHR recommends that users compose descriptive text for the open text fields in a Microsoft Word document and then save the text. This is recommended for two reasons: 1) it allows for a Spell/Grammar Check of the Word document (DSS does not offer spell check), and 2) the link to the database is automatically disconnected if there is no perceived action in the database for an extended period of time (maximum 15 minutes). **At present, there is no warning of the impending “time-out.”** The lost connection may not be realized until an attempt to save data and advance to the next screen is made. At that point, an error message will display (see User’s Guide). Regrettably, any data entered on that screen will be **lost**.

- **Blank Fields:** Users are not required to enter data in all fields within the DSS record for reconnaissance-level survey. However, do not leave certain fields blank. Specific instructions about acceptable blank fields are within this document. Many of the look-up lists throughout the database offer “Other” as an option. Users should know that “Other” is a viable and appropriate option to select. This indicates to the Survey Coordinator and to other DSS users that the field was not intentionally disregarded.

Updating Existing DSS Records

DSS users can update DSS records that already exist in the DSS with new survey information. The user must first send a request to the DSS Survey Coordinator to move the DSS record(s) into a specified edit box. Please adhere to the following guidance:

***Although there are a few exceptions, **do not** remove the information that is already in the DSS record. Please be mindful that when new information is added to the record (e.g., a physical or “911” street address in the Address and Location Field), the existing information (e.g., the rural route number) should be updated accordingly. ***

- Some DSS records contain data that was entered when the record was created in the Integrated Preservation Software (IPS), the database application that preceded the DSS. Subsequent to the conversion of survey data from the IPS to the DSS, it was learned that some of the data did not transfer; which occurred most often in the open text fields. Many of the archives files contain hard copy IPS records. The survey information is contained on these. This makes archival research of previously surveyed resources all the more critical. **NOTE:** For more information about the IPS as well as the IPS to DSS conversion, please refer to the DSS Users Manual.
- Prior to the recent changes made to the DSS (during 2007 and 2008), new data could be added to a record and the record could be saved without correcting errors that were a result of the IPS to DSS data conversion. Subsequent to these DSS changes, there are now “validation” requirements in certain fields like the Site Description and Secondary Resource Summary that now require data input. Error messages will result if this data is not added or corrected prior to attempting to save data and move forward. To prevent these error messages, enter current survey information and select “Update” and/or “Save.” If problems occur, contact the DSS Survey Coordinator for assistance
- When editing records, for fields that can only accommodate one selection (e.g., the architectural style, screen 4), previous survey data **may be changed**. If this is done, make note of such changes in your architectural description. For fields that can accommodate multiple selections, simply add the new information. For example, if a resource name is added, enter that name in the Resource Name field and then select the appropriate Resource Name Explanation. Again, do not remove existing resource names; remember to adjust the Resource Name Explanation, if necessary.
- When updating an open text field, enter an updated description underneath the existing description and preface the new description with the date (month and year) of the survey. DHR does not have a required format for entering the fieldwork date; for example, either “06/2009” or “Sept. 2009” is acceptable.
- When updating the site description (screen 2), the secondary resource summary (screen 2), and the architectural description(s) (screen 4), if the previous survey was conducted more than six years prior to the current survey, or the date of the most recent survey is unknown, the user must provide a thorough updated description. Otherwise, the description may state something akin to “The site/resource has not undergone major changes since the last survey.”
- For resources that have already been determined potentially eligible, eligible or are already listed on either the Virginia Landmarks Register and/or the National Register of Historic Places (NRHP), the updated significance statement (screen 5) must state if the resource retains sufficient integrity to retain that status.

Updating DSS Records of Specific Types of Resources

Demolished/Destroyed Resources

The DSS record should reflect that a resource is demolished/no longer extant at the time of survey. It is required to update several fields within the DSS record to reflect the condition of the resource(s) and the surrounding site (see below).

Follow these steps in order to update the record:

- **Site Description (screen 2):** Prepare a site description that details the site as it is found at the time of survey. If a new building is now in the same location, please mention this.
- **Secondary Resource Summary (screen 2):** If any secondary resources were noted from a previous survey that were not found in a follow-up survey, indicate that these resources were not located and are presumed to be no longer extant.
- **NR (National Register) Resource Status (screen 3):** If applicable, change the status to “Undetermined.”
- **Status (Individual Resource Information - screen 4):** Update the status of the resource to “Demolished” from this look-up list.
- **Architectural Description (Individual Resource Detail Information - screen 4):** Indicate that the resource is no longer extant. Mention any new construction on the site of the demolished resource in this field. A comprehensive architectural description for the new resource is not required. Also within this field, update the “Threats to Resource” field: remove any existing threats and select only demolition from the options.
- **Primary Resource Exterior Component Description (screen 5):** Do not remove the information that is currently in the record.
- **Significance Statement (screen 5):** Draft an appropriate statement of significance.
- **CRM Event (screen 10):** In addition to selecting the appropriate type of survey that was conducted, select the “Destroyed” CRM event to indicate that the primary resource is no longer extant. If the date, or approximate date of demolition, is known, enter that date in the CRM date. Otherwise, indicate that the date is not known in the “CRM Comments” field and enter the date of survey in the “CRM Date” field.

NOTE: Submit photographs of the post-demolition surveyed site.

For individual resources, DHR retains the originally assigned DHR ID number, even if a new building has been constructed in place of the original resource. However, for resources within historic districts, if a new building was constructed subsequent to the demolition/destruction of the historic/original building, a new DHR ID # must be assigned for the new resource. Contact the Archivist or Survey Coordinator for this number.

Relocated Resources

Relocation of a primary resource from its original location warrants assignment of a new DHR ID number if the resource is moved to a different county or locality. DHR will retain the original DHR ID #. For the purposes of cross-referencing, DHR will enter a CRM event (on screen 10) within the new DSS record of the original DHR ID #.

Construction of a replacement primary resource on the relocated resource’s site also warrants assignment of a new DHR ID #. The relocated resource will have a new address. The newly

constructed building will assume the original address. Add any new secondary resources observed during resurvey to the record. Complete the DSS record as with any newly surveyed resource, but paying particular attention to note remaining landscape features or secondary resources that are contemporary with the original primary resource.

Recording Cemeteries as Architectural Resources

Historic burial sites commonly referred to as cemeteries, can be comprised of both above- and below-ground elements. A cemetery must be recorded as an architectural resource if inscribed markers were present during the cultural resource survey. The cemetery must also be recorded as an archaeological site if either of the following conditions are present:

- There has been or will be ground-disturbing activities at the site (including archaeological investigations); or,
- If the consultant intends to undertake archaeological testing.

In addition to following the same recordation guidance for architectural resources, as provided herein, use the following instructions to record a cemetery, as either a primary or a secondary resource:

- **Screen 2: Site Description:** If the cemetery is the primary resource, a site description is required in this field. If the cemetery is a secondary resource, describe its setting in the Architectural Description field on screen 4. Using complete sentences, describe both the natural and man-made features in the immediate physical surrounding. Discuss any setback from the nearest road, the general topographic features, and the general condition of the property on which the cemetery is located. Remember to preface the text with the date (month/year) of the fieldwork.
- **Screen 4: Architectural Description:** Describe the configuration of the markers, stones, depressions, and any period vegetation or plantings that are contemporary with the cemetery's establishment. Note if a fence or wall is present. This field is also ideal for recording the inscription(s) of significant marker(s). It is not necessary to indicate if the Interior was accessed for historic burial sites. Discuss larger landscape features that go beyond the immediate area in this field as well. Be sure to indicate any threats to the resource as well.
- **Screen 5: Exterior Components:** It is acceptable to leave these blank for cemeteries that are primary resources.
- **Screen 12: Cemetery Information:** Record the general information about the cemetery on this screen. See page 25 for more detailed instructions.

Submitting DSS Records & Supporting Documentation

- Once the survey data is entered, submit your records electronically from the edit box to the Survey Coordinator. This is accomplished by checking the box to the left of the DHR ID # in the user's edit box and selecting the "Submit" button.
 - **NOTE:** For records that are associated with an historic district, please email the Survey Coordinator and request that all records associated with that district be moved from the user's edit box into the DSS.

- In addition, an e-mail notification to the Survey Coordinator is required. Once submitted, the Survey Coordinator will review the record(s) and either submit the record(s) into the DSS or return them to the user's edit box for revisions. **NOTE:** The review of the records may or may not occur before records and supporting documentation (see below) are sent to DHR. Ideally, the records will be reviewed and the user will be notified of any required edits. However, the volume of submitted records may prohibit this.
- The DHR Cultural Resources Survey Manual (survey manual) outlines the five components that should be prepared subsequent to a cultural resources survey (reconnaissance, intensive, new or re-survey).
 - DSS Record;
 - B&W photographic prints (labeled and sleeved);
 - Digital image files (labeled and organized in folders on disc)
 - Site plan;
 - Appropriate sections of USGS topographic quadrangle map(s).

Refer to the Cultural Resources Survey Manual for more specific information about information that is required on a site plan.

NOTE: If DSS records and the supporting documents are submitted pursuant to the National Historic Preservation Act of 1966, as amended under Section 106 or Section 110 for review and comment by DHR's Office of Review and Compliance (ORC), the user must submit all of the aforementioned materials along with any required reports or other supporting materials required by ORC to DHR.

ORC staff will forward the DSS records and supporting survey documentation to the Survey Coordinator. Upon receipt of these materials from ORC, the Survey Coordinator will review all materials to ensure compliance with DHR recordation standards. Once the materials meet DSS Quality Assurance/Quality Control (DSS QA/QC), the Survey Coordinator creates archives files using the hard-copy survey materials. The Survey Coordinator returns the files to the lead project reviewer in ORC to initiate project review. **NOTE: The 30-day project review period for ORC begins once the Survey Coordinator acknowledges the DSS records and supporting materials meet DSS QA/QC.** After ORC responds to the project, the archives files are returned to the Survey Coordinator, who will update the DSS records with eligibility information, and formally accession the files into the Archives.

****This concludes the overview section of the manual.****

The following pages provide the DSS user with the necessary instructions to enter data from the survey form into the DSS, and thereby, creating a DSS record.

Screen 1: General Resource Information

DHR ID #:

- The DHR ID # that is entered in this field will be the controlling number for the entire DSS record. Refer to the section titled “Obtaining a DHR ID #” in order to have a DHR ID assigned.
- The DHR ID # must be entered first. DHR ID #'s comprise a two- to three-part numbering system that designates the location of the resource, a number to identify the individual resource, and (when applicable) a tertiary number for the resource within an historic district. The first number – which is comprised of three digits - within the numbering system designates the Virginia county, independent city, or incorporated town where the architectural resource is located. The second number has four digits and is unique to the specific architectural resource. The third or tertiary number is also four digits and is used for individual resources within an historic district or in rare instances for a resource that has multiple resources that need to be recorded individually within a master record.
- Enter the first three numeric characters starting in the box on the left. Enter the next four digits in the middle box. The third (or “tertiary”) number is used only for properties within an historic district or for a resource that has multiple buildings that need to be surveyed individually.
- **NOTE:** If you are recording an individual resource that is not in an historic district, do not include the third or tertiary part of the DHR ID #. In this instance, it is acceptable to leave this box blank. Also note that this is the only field in the DSS that automatically tabs forward.
- When creating records for individual resources that are within historic districts or multiple property documents (MPD), DHR will assign the individual seven-digit number for the historic district and will also provide you with a starting tertiary number, allowing the consultant to assign the additional tertiary numbers. Be sure that both the second and third numbers have four digits. Otherwise, the system will misfile the record.
 - Example: Correct: 104-0540
 Incorrect: 104-540
 Incorrect: XXX-104-0540
 - Example: Correct: 127-0375-0018
 Incorrect: 127-375-18

Other DHR Number:

- Data is entered in this field only if:
 - 1) An individual resource is being resurveyed within the context of an historic district, and has been previously assigned an individual, seven-digit DHR ID #.

OR,

 - 2) The resource includes an archaeological component. Enter the assigned archaeological site number in this field.

It is critical to remember that if a resource within an historic district has a seven-digit number, that number is retained and the new eleven-digit tertiary number is entered in the Other DHR # field. Retain the seven-digit, individual number in the primary DHR number field that appears in red font. In addition, do not enter previously assigned DHR ID numbers.

Resource Name/Resource Name Explanation:

- Enter the preferred or most common name of the resource first and indicate the explanation for the name from the Resource Name Explanation look-up list (See Appendix A). It is possible that a resource is referred to by several names. Knowing this, list all of the resource names using the “add” function. To add a new resource name to the DSS record, enter a resource name and choose the appropriate selection from the Resource Name Explanation look-up list. Use the “add” function to move the entry out of the boxes and into the record.
- Named properties (e.g., historic houses named for an individual or family) should be entered with the individual’s first name listed first followed by the surname.
- If a resource does not have a historic name associated with it, record the resource name according to its resource type with an additional description; for example “Commercial Building, 1029 Broad Street” or “Barn, Off Route 630.” The explanation under these resource name examples is “Function/Location.” In most instances, particularly in historic districts and urban areas, the record should include a “Function/Location” name for the resource in addition to any Current or Historic names.
- To alter an existing resource name, highlight a previously entered name by clicking on it and then select “Modify.” This will move that entry into the boxes either to view it or to modify it. Once modified, select “Update”; this will move that entry out of the boxes and back into the record.
- **NOTE:** If an entry is not moved back into the record using the “add” or update” functions, the data will be lost when the page is saved.

With the exception of numbered streets higher than “tenth,” spell out the names of streets. Also spell out the street’s prefix and suffix. For example, “100 Second Street, North,” and “200 31st Street, West” This rule also applies to the address and location section of this page (see below).

Address and Location:

- **Street #:** Enter only the street number in this field. If this is not known, it is acceptable to leave this field blank. Do not enter alphabetic or other non-numeric characters in this field.
- **Street Name:** Enter the complete street name. Do not abbreviate words such as “street,” “road,” “drive,” “boulevard,” etc.; always spell out the entire word. For street names that also include directional terms, enter the direction after the street name. For example, enter “Second Street, North.” Naturally, there are some road names where this rule will not apply. However, note that this format is especially critical for records that are being prepared for a National Register nomination for an historic district. Enter the directional part of the street name after the street name so that all resources on a given street are listed together in the National Register Nomination Inventory Report.
NOTE: DO NOT DUPLICATE THE STREET # AND THE STREET NAME FOR MULTIPLE DSS RECORDS AS THIS WILL ADVERSELY AFFECT INVENTORY REPORTS FOR NATIONAL REGISTER NOMINATIONS.
- **Street # Suffix:** If the resource has an address range (e.g., 1200-1202 Third Street) or an apartment number (e.g., “1/2” or “A”) enter that part of the address in this field. For an address range, enter the first number in the range in the “Street #” field and the last number in the range in the “Street # Suffix” field. Do not add the dash “-” character; the DSS automatically inserts this character in the printed record.

- **Address Explanation:** Select an explanation from the look-up list. If the resource has only one address the address explanation is the current address. **There can be ONLY one current address. NOTE:** When updating a record, and the previously recorded current address is a rural route number and the resource now has a 911/Emergency Response System address, change the address explanation for the rural route number to alternate. The “911” address is now the current address.
- Do not enter both the street name and route number together in one entry. For example, 12516 Harris Mill Road/Route 632 is not correct. Enter the street name (Current) and the route number (Alternate) separately. The street/house number is not needed for the route #; it is acceptable to leave this field blank in this instance.
- **NOTE:** If both the route number and the street name are known, it is not required to enter both. Reference to the route number may be included in the site description.

Town/ Village/ Hamlet:

- If the resource is located in a town, village, or hamlet, or within its vicinity, enter the name of that jurisdiction, not the words “town”, “village” or “hamlet.” If this is a rural resource, enter the name of the nearest population center.

County or Independent City:

- Select the appropriate choice(s) from the list of counties and independent cities within the Commonwealth of Virginia. Multiple counties can be selected for those resources that straddle multiple localities. **TIP:** “Jump” to the desired county or city name by selecting the first letter of that word on the keyboard and continue to depress that key until the selected name appears.

Zip Code:

- Enter the resource’s zip/postal code. Note that this is useful but not required for reconnaissance-level survey.

Vicinity:

- Select “Yes” if the resource is located within the vicinity or the periphery of the town, village, or hamlet entered in the “Town/ Village/ Hamlet” field. If the resource is located within the town, village or hamlet named, then leave this field blank.

Tax Parcel:

- Enter the resource’s tax parcel number. Note that this is useful but not required for reconnaissance-level survey.

Magistrate:

- Enter the magisterial district in which the resource is located. Note that this is useful but not required for reconnaissance-level survey.

Restricted UTM (Universal Transverse Mercator) data:

- If the UTM data should be suppressed, select the appropriate response from the look-up list. Typically, this information is suppressed if the location of a resource needs to be restricted from the public-at-large.

Open to Public:

- Select “No” for residential properties and/or other privately owned buildings.

- Select “Yes” for commercial establishments, public buildings, government buildings, libraries, museums, etc.
- Select “Yes, limited” for those resources with a seasonal schedule (e.g., parks, historic sites or historic districts).

Is There a CRM report:

- If a Cultural Resource Management (CRM) report is being prepared in connection with the survey of this resource, or if a previous report is known to exist, indicate “Yes.” Otherwise, select “No.”

UTM Coordinates:

- **NOTE:** Coordinates are not required for properties recorded at reconnaissance level survey. The coordinates **ARE** required for an intensive level survey and/or if the record is being created in support of an individual nomination to the NRHP.
- **UTM Center:** When entering UTM coordinates, if the resource is ten acres or smaller, enter a central UTM point in this field.
- **UTM Coords:** If the resource is larger than ten acres, multiple points should be entered to indicate its boundaries. Refer to the appropriate National Park Service bulletin for additional guidance. If data is entered in this field, then the UTM Center field should remain blank.

USGS QUAD/Selected USGS QUAD:

- Select the name of the USGS 1:24000 quadrangle (quad) topographic map on which the resource is located.
- If the resource straddles more than one quad sheet, multiple quad names can be selected. To move the appropriate sheet name from the “USGS Quad” field to the “Selected USGS Quad,” locate the name in the list on the left and select/ highlight it by clicking once on the name. Click on the right-pointing arrow. This action will move the quad name from the list on the left to the open-space on the right.
- To deselect an erroneous quad name, highlight the name on the right, click the arrow pointing to the left and the name will be returned to the full list. **NOTE:** The returned quad sheet name is placed at the bottom of the list of available USGS Quads.
- **TIP:** “Jump” to the desired quad name by selecting the first letter of that quad on the keyboard and continue to depress that key until the selected quad name appears.

Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.

******Prior to saving data and advancing to the next screen, DHR suggests that DSS users develop the habit of ensuring that all “Add/Update” entries are complete. This will result in successful data saves.******

Screen 2: Physical Characteristics

Setting:

- Choose an appropriate setting from the look-up list. Below are the options:
 - Hamlet: A crossroads-style community that is unincorporated.
 - Village: An unincorporated community with a town-like setting built on a grid pattern; larger in area than a hamlet.
 - Town: An incorporated community.
 - Urban: A densely built-up area within an independent city's boundaries.
 - Suburban: An evolved residential neighborhood.
 - Rural: A resource in an open, pastoral setting.
 - Transportation Corridor: An otherwise rural area that has built up along a busy state route or interstate.

Acreage:

- Exact acreage is useful but not required **except for** intensive-level surveys. Otherwise, it is acceptable to leave this field blank. Record the number of acres associated with the entire parcel.

Site Description/Notable Landscape Feature:

- Preface this entry with the month and year of the fieldwork.
- This open text field requires a description of the resource's immediate surroundings. In complete sentences, describe the setting in which the surveyed resource is located. The descriptive statement needs to include the significant fabricated, designed and/or natural landscape features. Note the setback from the road that fronts the resource. If the resource is in an urban environment, discuss the streetscape, plantings in the right-of-way, period retaining walls, etc. Include parcel acreage in this text field if known.
- If the record is for a resource within a historic district, the site description may begin with a brief description of the district to establish general context, but it must include a description of the site specific to the individual resource.

Secondary Resource Summary:

- Regardless of what text is entered in this field, remember to preface this entry with the month and year of the fieldwork.
- This open text field should provide an inventory of secondary resources and their physical relationship to the primary resource. When describing physical relationships, use directions such as north, south, east and west. If directional location terms are not used, indicate, "Refer to site plan" in the summary. (Include all secondary resources on the site plan that will accompany the DSS record.)
- When there are no secondary resources, state "None."

Ownership Status/Selected Ownership Status:

- Select from "Private," "Public-Federal," "Public-Local," or "Public-State." To do this, click on the ownership type, then click the right-facing arrow. This moves the selection from the "Ownership Status" column to the "Selected Ownership Status" column.
- If applicable, it is permissible to select multiple ownership types.

Government Agency Owner:

- If the resource is owned by a state or federal agency, select the appropriate entity from the look-up list.

Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.

Screen 3: Historic District Information

NOTE: Typically, information is entered in this screen to record information about those resources that are part of an historic district. However, if the project involves recording resources in the DSS with tertiary numbers, the name of the primary resource must be entered in the “Name of National Register Historic District” field. Otherwise, skip this screen entirely, and proceed to Screen 4 by selecting “Next.”

Name of National Register Historic District:

- Enter the proposed name of the historic district in this field. If the resource is located within more than one historic district, separate the names of the districts with a semi-colon. For example, “Downtown Historic District; Commercial Historic District.”
- Be sure to include “Historic District” as part of the name (e.g. Downtown Historic District should be entered rather than just Downtown or Downtown HD).

Name of DHR Eligible Historic District:

- This field should no longer be used. Enter the district name in the “Name of National Register Historic District” field.

Name of Local Historic District:

- Include the name of a local historic district, if applicable.

NR (National Register) Count:

- Include the number of each resource type for that particular surveyed resource.

NR (National Register) Resource Type:

- Select the appropriate resource type as defined by the NPS.
- **NOTE:** The resource type “district” is no longer an option offered within the DSS. (Refer to NPS NR Bulletin 16, p. 15 for all resource type definitions and examples.)

NR Resource Status:

- Select either contributing or non-contributing based on whether the resources contribute to the overall significance of the resource and support the eligibility for the NRHP. Contributing resources support the resource’s significance, and those resources that are non-contributing do not support the resource’s significance.
- Use “Undetermined” if a resource is no longer extant.

Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.

Screen 4: Individual Resource Information

Resource Type:

- Choose the resource type from the look-up list. The list is lengthy, but if you do not find an exact match for your resource, select “other” and explain the nature of the resource in the detailed architectural description. For properties with multiple resources, select the applicable resource types by using the “Add/Modify” function.
TIP: “Jump” to the desired resource type by selecting the initial letters of that word on the keyboard until the selected type appears.
- **NOTE:** The selected resource type should reflect the historic function of the resource, if this function is known; otherwise, it should reflect the current function.
- Discuss the historic function in the significance statement (screen 5) and record any historic names and/or function in the “Resource Name” field on screen 1.
- See Appendix B for a list of the available “resource type” options.

Count:

- Enter the quantity of each resource type. If six contributing sheds are located on the surveyed property, enter “6” in this field; do not list contributing shed six separate times.

Status:

- Select one option from this look-up list whether the resource is “Contributing,” “Non-contributing,” or “Demolished.”
 - Choose “Contributing” if the resource is at least 50 years of age and has retained its integrity. Selecting “Contributing” should not be confused with significance.
 - If documented within an historic district, a contributing resource would also support the significance of the resource.
 - Select “Non-contributing” if the resource is not at least 50 years of age, is lacking integrity, and/or does not support the significance of an historic district. If Non-contributing is selected for a resource that is at least 50 years of age, include an explanation on why it does not contribute to the resource’s significance in the detailed architectural description.
 - If the resource is no longer extant, select “Demolished.” **NOTE:** Refer back to the section titled “Demolished Resources” on page 6 for more detailed instructions regarding fully documenting demolished resources.

Individual Resource Detail Information:

In this section, describe ALL of the resources on the surveyed property, with each resource having an individual entry in this section. As each resource is entered in this section (by clicking the “ADD” button), the information will be compiled and become “Resource [number]” at the bottom of this section. For example, after completing the full description of the resource and adding any known threats to the resource, use the “Add/Modify” button at the bottom to create or update what will be known as Resource1. Below is an explanation of each field in this section.

Primary Resource:

- Be sure to select “Yes” for “Primary Resource” when you are describing the main resource on the surveyed property. **NOTE:** There can only be **one** primary resource per record, and there must be a primary resource per record.
- **NOTE:** If the resource contains more than one dwelling, make a “best guess” assessment as to the primary resource, record this as the single dwelling, and record other dwellings as secondary dwellings.

- Although there are exceptions (see note below), secondary resources should also be recorded in separate entries within the “Individual Resource Detail Information” field. For secondary resources, select “No” from the “Primary Resource” look-up list, and fill out the other fields (listed below) as applicable.
- **NOTE:** If there are groups of identical or similar resources clustered together, it is acceptable to enter this group as one resource in this field. Describe the appearance of each resource in the grouping. Good examples of this situation are groups of sheds, barns, grain bins or other similarly functioning resources.
- **This approach cannot be employed for resources recorded in support of a NRHP nomination, as this will adversely affect the total resource count.**

Resource Type: Select the resource type from the Individual Resource Information box. For example, if “Single Dwelling” is selected in the box at the top of Screen 4, make sure it is selected in this box as well.

Estimated Date of Construction:

- Enter the date of construction for the resource and the appropriate modifier (null, pre, post, ca), if applicable. This can be an estimate or a date verified by an authoritative source.
- If the date of construction is a range, either estimated or known, then enter the earliest date of that range in this field, and note that range in the detailed description of the resource in the open text field.

Date Source:

- Select the source for the date of construction from the look-up list.
- **NOTE:** If the source used for the date of construction was anything other than the architectural style elements observed during the site visit itself, cite that source on screen 9.

Architectural Style:

- Select the most appropriate architectural style. If the resource illustrates no particular style, select the choice “No Discernible Style.” Do not leave this field blank for any resource.

Form:

- This is an optional field and there may not always be an associated form. See Appendix C for definitions of the various forms.

Architectural Description:

- Preface this entry with the month and year of the fieldwork.
- In this open text field, summarize the architectural attributes of the resource under consideration using complete sentences and in a narrative format. DHR suggests that the user compose the text in a Microsoft Word document, and then copy and paste the description into this field. By employing this suggested method, the user can utilize Word’s spell check device, save time, and avoid the potential of lost data. (See note under Site Description, Screen #2).
- Many of the existing records in the DSS were originally created in the IPS database application. These records transferred to the DSS during a data conversion. During this conversion, some survey data was lost. In some records, the only data that converted are the data “headers and footers.” In the Architectural Description field, these are seen

as “Architecture Summary: End Architecture Summary”; Interior Description: End Interior Description” Alterations and Additions: End Alterations and Additions.” It is acceptable to remove these headers and footers from the description field **IF** no other information was converted. Be mindful to read the description carefully since in some instances only a few words converted. The information that should have been converted does exist in the hard copy IPS records, which are in the archives files at DHR.

Condition:

- Select the appropriate **current** condition of the resource.
- **NOTE:** When updating a record and the resource’s condition has changed since the most recent previous survey, make note of that change in the architectural description field relative to the description in the former survey.

Number of Stories:

- Record the number of stories in whole or half numbers such as 1.5 for one-and-one-half stories; 2.5 for two-and-one-half stories. Count the main/first floor as a full story. Other floors are counted as full stories if they have vertical walls on all sides extending six feet or more above the lower stories. Half-stories (counted as 0.5) include those with two sloping interior walls, and fenestration includes gable-end windows. An attic story with frieze windows or one with windows at or just above floor level on the façade or roofs that have a cross-gable, or cross-gables with windows, are also considered half stories.

Interior Accessed:

- Select “Yes” or “No.” For reconnaissance survey, interior examination is not required.

Reason for No Access:

- When no attempt to access the interior was made, choose “not accessible” from the look-up list. Otherwise, select the appropriate reason from the look-up list. **NOTE:** Not all resources have an interior (e.g., cemeteries, most bridges, road beds) so it’s acceptable to leave this field blank in these cases.

Interior Plan:

- If the interior has been examined, choose the appropriate plan from the look-up list. If the interior has not been accessed DO NOT record the interior plan as this is conjectural. If the interior can be seen from the street, a statement concerning the possible floor plan may be included in the architectural description field.

Threats to Resource:

- If applicable, the user can select multiple threats by using the “Add/Modify” functions specific to this field. If no threats are apparent, select “None Known.”
- If a resource has been re-surveyed, and threats are now present, where none were present at the most recent survey, remove the previously selection, and add the appropriate threat (s). To remove a threat, select (click once) and then select “Remove.”
- **Do not confuse the “Add/Modify” buttons within the Threats to Resource box with the “Add/Modify” buttons at the bottom of this box, which refers to adding additional resources.**

The second set of “Add/Modify” functions after the “Threats to Resource” are used to encapsulate all of the individual resource detail information under a resource name, such as Resource1. To view and/or edit the information inputted for each resource, highlight the resource (e.g. Resource1) and select “Modify.”

DHR Historic Time Period:

- The historic time periods are listed chronologically from “Paleo-Indian” to “The New Dominion.” The appropriate time period is determined by the date of construction of the primary resource.
- **NOTE:** This field is not intended to record the period of significance but to convey a sense of what was occurring in history when the primary resource was constructed.

DHR Historic Context:

- Select as many historic contexts as are applicable.
- **NOTE:** When recording a house, always select the “Domestic” context.

Remember to select “SAVE” in order to proceed to the next screen and to save the recorded information.

Screen 5: Primary Resource Exterior Component Description

The part of screen 5 referred to as the “component boxes” conveys the structural members of the primary resource, as well as how those members are finished, or treated. The structure of this facet of the DSS allows users to select the materials of which the components are made from several look-up lists. This field should only be utilized if the primary resource is a Building.

NOTE: While it is encouraged that this field be completed for a primary resource that is less than 30 years of age at the time of the current fieldwork, it is not required.

NOTE: The Exterior Component Description box does NOT need to be completed for objects, structures and/or sites (e.g., bridges, railroad beds, cemeteries) as the component box does not provide appropriate options. Instead, provide a detailed description in the “Architectural Description” field on screen 4.

Below are the features of the “component box”:

- **Component:** The conventional order for completing the component table is as follows: foundation; structural system; porch; windows; roof; chimney. A resource’s description begins with the foundation and proceeds upward. It is possible to have more than one type of component. For example, there may be exterior end chimneys as well as interior chimneys. **NOTE:** Do not use “Other” as a component.
- **Component Type:** All the options relating to each particular component are grouped together.
- **Materials:** The materials are listed alphabetically. Note that the material relates back to the material treatment. If “Structural System, Weatherboard” is selected for the Material Treatment, then “Wood” is the appropriate material to select.
- **Material Treatment:** Again, all the options relating to each treatment type are grouped together. The following options are not in the correct order at this time: [Structural System] Ashlar, Roughly-Dressed; Chimneys, Cap, Corbelled. These will be corrected in the future, but in the interim, they still can be selected.

If changes were made to an architectural element since a prior survey, select the current component option to replace the originally selected options. It is critical to note this change to the resource in the Architectural Description on screen 4.

Note that “Unknown” and “Other” (in the look-up lists) are viable options. Select these instead of leaving a field intentionally blank. This indicates that perhaps the most appropriate component type, material or treatment is not listed. As is usually the case, there are exceptions. If “Chimney – None” and/or “Porch – None,” are selected, it is acceptable to leave the “Material” and the “Material Treatment” fields blank.

Use the “Add” button to add selections from the look-up lists. Remember to select “Save” at the bottom of the screen.

NOTE: When a record is viewed, only numeric characters (that represent the terms in database tables) are seen. In order to see what was entered, highlight it and select “Modify.”

See the next page for guidance about the significance statement.

Significance Statement:

- Preface this entry with the month and year of the fieldwork.
- Complete this open text field with complete sentences. The significance statement should include any information about the resource not related to its setting or its architectural description (which will have been documented in the open text fields on screens 2 and 4). Any relevant information about the resource's history, and other information that substantiates the significance of the resource relative to the criteria of NRHP should be detailed in this field. The applicable NRHP criteria should be included.
- For resources that are surveyed as elements within an historic district, the significance statement must explain why the resource does or does not contribute to the historic district. It may also include a brief description that places that particular resource into context within the district.
- For Section 106 projects, the significance statement should state why the resource does or does not meet the four criteria for listing in the NRHP and whether the resource warrants further study.
- For resources that have already been determined potentially eligible, eligible, or are already listed in the registers, the significance should state if this status remains true and why.

Remember to select “SAVE” in order to proceed to and to save the recorded information.

Screen 6: Individuals and Events Associated with Property

NOTE: This screen is optional for reconnaissance and intensive-level surveys.

However, if the user chooses to enter either persons or events that are significant to the resource, enter them in one of these fields using these instructions.

- **Associated Function:** Choose the function of the individual you are entering, in particular architect, designer or sculptor. Include the first and last name of the individual, as appropriate. If an entity, such as an architectural firm name, is associated, enter this name in the Last Name field. Since several individuals may be associated with the resource, you have the option to “Add” additional persons.

NOTE: Any information included in the Associated Function field and Historical Events field should be noted in the Significance Statement on Screen 5. It is strongly encouraged that the names of architects, designers and sculptors be included in the Associated Function field if known, as this will allow the individual to be queried in the DSS in the future.

- **Historical Events:** Include the starting and finishing date. The type of event could be “construction date,” “major alterations,” “demolition,” etc. Use the open text field to clarify particular events associated with the resource. There may be several different events associated with the resource. Use the “Add/Modify” function to add these various events to the system.

Remember to cite any sources referenced on this screen (as sources of historic events) on screen 9.

Remember to select “SAVE” in order to proceed to and to save the recorded information.

Screen 7: National Register Criteria Information

It is important to note that the DSS will only reflect records as “intensive-level surveys” if the integrity fields in this screen are completed. Therefore, the user *must* make selections on this screen in those fields for all intensive-level surveys. By populating the integrity fields with data, “Intensive Level Survey” (versus “Reconnaissance Level Survey”) is included in the header of an exported architectural report from the DSS.

This screen should be skipped by selecting “Next” if the resource is being documented at the reconnaissance level.

- **NR Criteria/NR Potential Eligibility:** Select one or more criteria under which this resource is being nominated. This should be supported explicitly within the Significance Statement on screen 5. Consult the appropriate NRHP bulletins for guidance.
- **Criteria Exceptions:** There are certain exceptions that the National Register recognizes should be included here if applicable. For instance, a church would be nominated under Criteria Exception/Consideration A and a building that has been moved from its original site would be considered under Criteria Exception/Consideration B. You may select as many Criteria Exceptions as are applicable. See NRHP bulletins for guidance.

Integrity fields: Choose “Yes” or “No” from the look-up list. The seven criteria fields for integrity are Location, Design, Setting, Materials, Workmanship, Feeling, and Association. Physical integrity is a gauge of the material condition of the resource. It should not be confused with significance. (See National Register Bulletin # 15 “How to Apply the National Register Criteria for Evaluation” - <http://www.cr.nps.gov/nr/publications/bulletins/nrb15/>).

- **Period of Significance:** As per NR Bulletin 16 “How to Complete the National Register Registration Form” (formerly bulletin 16A), the Period of Significance can be a year or a range of years. It represents the length of time when a resource was associated with important events, activities, or persons or attained the characteristics that qualify it for the NRHP listing. The year or years may be preceded by “ca.” if estimated.
- **Level of Significance:** Select the appropriate level of significance.
- **Organization/Person Submitting Form:** Disregard this field.
- **Significant Person:** This field should only be completed if Criterion B is considered. Enter the name of the person or persons in this field. Enter the name in the following format: “James Brown”.
- **NR Date:** DHR staff completes this field. Do NOT make a selection in this field. This is the field for the date that the resource is evaluated by DHR staff. It includes a field for the day, month and year.
- **NR Eligible:** DHR staff completes this field. Do NOT make a selection in this field.
- **NR Score:** DHR staff completes this field. Do NOT make a selection in this field. This is the score given by the DHR National Register Architectural Evaluation Committee.

- **NR Area of Significance:** Select the most applicable areas of significance. The choices are listed alphabetically. **TIP:** “Jump” to the desired area you want by selecting the initial letters of that area on the keyboard until the selected area appears.

Remember to select “SAVE” in order to proceed to and to save the recorded information.

Screen 8: Graphic Media Documentation

- **DHR Negative #:** Enter the DHR negative number if you are submitting 35mm negatives to be stored at DHR with the DSS record. Obtain this number from the DHR Archivist. If DHR is not the repository of record for the negatives or if digital photography is used during the survey, do not request a negative number, and leave this field blank.
- **Photographic Media:** This is a free text field. Enter the type of film media submitted – usually 35mm B&W Photos, Color Slides, or Digital Images.
- **Negative Repository:** This indicates the location of where the negatives are stored. If DHR issues a negative number and the negatives are submitted to DHR, enter DHR in this field. Otherwise, indicate where the negatives or the original media are being permanently retained.

NOTE: If a CD containing digital images has been submitted to DHR, you may enter DHR in this field. This field is intended to convey whom a researcher can contact to obtain original reproductions of the images in the Archives file.

- **Photo Date:** Enter the date the photographs were taken.
- **Photographer:** Enter the name of the photographer in this format: first initial followed by last name (e.g., S. Jones). If applicable, the photographer may also elect to list their associated CRM firm after or in place of their name (e.g., S. Jones/CRM of VA).

NOTE: If 35mm negatives were used to create the images, and the frame numbers are known, they may be entered in this field after the name of the photographer (e.g. C. Loth – fr. 4-11)

- **Photo Doc:** Disregard this field.

Remember to select “SAVE” in order to proceed to and to save the recorded information.

Screen 9: Bibliographic Information

The purpose of this screen is to record any sources that were used in any way while surveying a resource.

- **First name:** Enter the first name of the author of the bibliographic source.
- **Last name:** Enter the last name of the author of the bibliographic source. However, if there are multiple authors list the last name of the first author followed by “et al.” and list the remaining authors in the full citation in the “Bibliographic Notes” field. If the author is an entity, list the entity name in the “Last Name” field only, and leave the first name field blank.
- **DHR CRM Report #: This field is for DHR staff only.** This field is used to record the report number that is assigned (by DHR staff) to a cultural resource management report after the report has been accessioned into the Archives’ collection. For example, AR-073 is the “call number” assigned to this CRM report that resulted from a project conducted in Arlington County.
- **Record Type:** Select the appropriate resources from this look-up list. Sources that should be cited are those used in preparation of the National Register nomination, CRM report, the DSS record, or the sources used to determine the construction date.
- **Bibliographic Notes:** This is an open text field to provide the complete citation for the resources used for the project. **NOTE:** If multiple sources were used, it is acceptable to copy and paste the “works cited” into this section. Choose “Other” from the look-up list and indicate that this list constitutes the bibliography for that particular NRHP nomination, PIF, report, etc. Record the name of the compiler of the bibliography as the author.

NOTE: Regarding oral interviews, the author is the interviewer, or the person who conducts the interview. Record this individual’s name in the “First Name” and “Last Name” fields. The interviewee is the person who was interviewed. Enter the name(s) of this person(s) along with the date, time, and location of the interview in the “Bibliographic Notes” field.

This is an “Add/Modify” field, so multiple bibliographic references are permitted.

Remember to select “SAVE” in order to proceed to and to save the recorded information.

Screen 10: CRM (Cultural Resource Management) Event Information

CRM Event Type:

- DSS records will have multiple CRM events such as “Survey: Phase I/Reconnaissance,” “VLR (Virginia Landmarks Register) Listing,” “Easement: DHR” and “Rehabilitation Tax Credit” to list a few from this look-up list. Once the project at hand is completed, choose the appropriate CRM event from the look-up list to add this project to the ones already listed. Do not edit or remove an existing event.

NOTE: Regardless of the type of survey project being undertaken (cost share, Section 106/110, historic district survey), the correct CRM event should be Survey (either Survey: Phase I/Reconnaissance or Survey: Phase II/Intensive). A descriptive statement about the project may then be included in the “CRM Event Comments” field.

NOTE: “NRHP Nomination” event should only be noted for the drafting of that document, and only noted in the CRM Event field under the general number for that resource. That selection is not to be used to indicate survey in support of a nomination. That survey should be entered as Survey: Phase I/Reconnaissance as the CRM event.

Event Date:

- The date can include the day, the month, and the year; if the day is not known, it will default to 99, and the year will default to 9999. **NOTE: This information should reflect the date of the fieldwork, not the date of data entry.**

DHR Project Review ID#:

- This number is assigned by DHR’s Office of Review and Compliance (ORC) if the DSS record is created as part of compliance with Sections 106 or 110 of the National Historic Preservation Act of 1966 (Example: 2002-0985). If this number is unknown, contact the appropriate staff member in ORC (refer to the DHR website for staff assignments); otherwise, leave this field blank.

CRM Person/Organization:

- This field should indicate the name of the individual or the CRM firm who completed the survey. However, if that individual was completing the work either on behalf of or as an employee of a CRM firm, enter the full name of the CRM firm in the “Last Name” field. Enter the name of the person (or persons) that were involved in the project and the capacity of their involvement in “CRM Event Comments” field.

CRM Event Comments:

- This open text field should include additional information about the nature (e.g., “cost share survey”) and/or the scope of work of the survey (e.g., “...surveyed on behalf of Old Dominion Electric for a proposed transmission line ...”). As stated above, if more than one employee of the associated CRM firm conducted the fieldwork, the names of these individuals should be recorded in the Comments section. In addition, if the person that completed the survey IS NOT the person who entered the data into the DSS, that responsible person’s name should be recorded as well. Any project numbers assigned by the CRM firm and/or sponsoring agency may be recorded in the comment field.

The “Add/Modify” function allows for multiple CRM events for each resource.

Remember to select “SAVE” in order to proceed to and to save the recorded information.

Screen 11: Bridge Information

Record information that is specific to a surveyed bridge on this screen. Record the remaining survey field notes in the remaining appropriate fields in the DSS record, as they would be for any other type of resource.

The following notes the difference between the two numbers assigned to bridges in Virginia:

- Each structure in the Virginia Department of Transportation (VDOT) inventory has two numbers, Virginia Structure Number and Structure ID.
 - The **Virginia Structure Number** is a four-digit number and is unique to a particular county. Note that bridges in different counties can have the same Structure Number, but these numbers are unique to that county. For example, both Augusta County and Wythe County have a Structure No. 6123. However, the Structure ID number [see below] will be different for each of those structures. There will not be two bridges in the same county at the same time with the same Virginia Structure Number. However, if the bridge is replaced, its successor at that site will have the same number as the old bridge at that site.
 - **NOTE:** In most VDOT districts, the Virginia Structure Number is painted on the bridge or the abutment.
 - The **Structure ID** is up to fifteen digit numbers and is unique to the entire inventory maintained by VDOT.

(Courtesy: Ann Miller, VDOT, Charlottesville, VA)

The following fields must be completed for this screen:

- **Virginia Structure Number:** The VDOT structure number identifies the structure at a particular crossing. If the structure is replaced, the structure number will transfer to the new structure. This is a required field when filling out this screen. If the Virginia Structure Number is unknown, enter "0."
- **Structure ID:** The Structure ID is a unique 15-digit number that does not transfer if a structure is replaced. When a structure is replaced, its unique structure ID is retired with it.
- **Bridge Type:** From the look-up list, select the bridge type that most closely describes the bridge surveyed.
- **Name of Entity Crossed:** Enter the name of the body of water, railroad, or roadway that the bridge crosses.
- **Type of Entity Crossed:** Select the type of entity from the look-up list.
- **Current Use:** Select the current use of the bridge from the look-up list.
- **Number of Spans:** Enter the number of spans for the bridge.
- **Number of Lanes:** Enter the number of lanes of the bridge deck.

Remember to select "SAVE" in order to proceed to and to save the recorded information.

Screen 12: Cemetery Information

Cemeteries are recorded in the DSS as architectural resources and archaeological sites because they can have both aboveground and subsurface features. In addition to the guidance on page 7 of this manual, follow these general recordation requirements:

Remember, if the cemetery is the primary resource, describe the setting of the site that surrounds the cemetery in the “Site Description” field on screen two, but if it is a secondary resource, describe the setting of the cemetery within the ‘architectural’ description on screen four.

The following is a brief explanation of the fields on screen 12:

- **Historic Religious Affiliation:** Select the religious affiliation from the look-up list.
- **Current Use:** Select the current use of the cemetery from the look-up list.
- **Artistic Value:** Select from the most appropriate choice based on the level of craftsmanship displayed in the tombstone(s). Consult the NR Bulletin: Guidelines for Evaluating and Registering Cemeteries and Burial Places for additional guidance.
- **Earliest Marked Death Date:** Enter the day, month, and year of death from the visible markers.
- **Latest Marked Death Date:** Enter the day, month, and year of death from the visible markers.
- **Marked Graves:** Note whether the burials are marked or not, or if there is a combination of marked and unmarked.
- **Enclosure Type:** Select the most appropriate cemetery enclosure.
- **Approximate # of Gravestones:** Select a range of numbers from the look-up list.
- **Ethnic Affiliation:** If known, enter the ethnic affiliation for the majority of the burials from the look-up list. This field has its own “Add/Modify” series of functions, allowing for multiple ethnic affiliations for the cemetery.
- **Significant Markers and/or Interred Individuals:** Select the marker type from the “Marker Type” look-up list. **NOTE:** At this time, this table does not properly function. If there are discernible markings on the tombstone, select “Marked” from the look-up list. Enter the first and last name of the interred individual; the birth date; and the death date. You may use the “Add/Modify” function to add as many entries here as needed.

At the bottom of this screen, be sure to select “Add” from the third set of “Add-Modify” functions on this screen in order to be sure the entire cemetery information is saved.

Remember to select “SAVE” in order to proceed to and to save the recorded information.

Screen 13: Individual/Organization/Agency Mailing Information

Record the current property owner on this screen. Do not record previous owners on this screen; record these individuals on screen 6.

- **Owner Names:** Do not choose a selection from this look-up list.
- **New Individual / Organization/ Agency Mailing Information:** It is useful but not required to obtain owner information for reconnaissance-level surveys. If the information is obtained, enter data in all applicable fields.
- **Surveyor Notes:** This is an open text field where the surveyor can add any miscellaneous notes about the owner or informant, as well as a date indicating when this information was collected.

NOTE: A date to put the owner information in context should be included in the Surveyor Notes field.

- **Owner Relationship:** This field indicates the relationship of the individual listed on this screen to the resource. The first set of “Add/Modify” functions on this screen should be used to select all of the appropriate choices from the “Owner Relationship” look-up list. For example, the same individual can be the owner, occupant, and informant. The second set of “Add/Modify” functions is available at the bottom of the screen in order to record multiple individuals who are associated with the property.

Select the SAVE button one last time.

At this point, the record has been saved and added to the user’s works-in-progress.

Appendix A. Resource Name Explanation (Screen 1):

Alleged: This name explanation is used for a more colloquial name that is common within the community of a resource, but perhaps not outside of the community.

Alternate Spelling: This name is used for resource names that are spelled differently than the common spelling.

Current: This is the current iteration that is used to refer to a resource. This name has not been used for at least fifty years.

Descriptive: Used for resources where all other resource name explanations are not appropriate. This is typically used for resources like wind tunnel, power grid, etc.

Function/Location: This explanation should be the default name when a resource cannot be attributed with any other name. For example, the resource name for a house that does not have an historic name is “House, 123 Arlington Boulevard” and “Function/Location” is the correct Resource Name Explanation because the resource functions as a house and the location is the address. This is also appropriate for commercial buildings. **NOTE:** This can be used in conjunction with a resource that has an historic name associated with it as a secondary resource name.

Historic: This is used for a common resource name that was associated with the resource and is not currently used to refer to the resource.

Historic/Current: This explanation is used for a resource whose name has been used for fifty years and is still used to refer to the resource.

Historic/Location: This explanation combines two explanations: “Function/Location” and “Historic.” This is ideal for buildings that have an historic name associated with them that is not completely telling about the nature of the resource. In addition, this name provides an opportunity to incorporate the resource’s address into the resource name.

NRHP Listing: This resource name explanation is used for the name that has been determined to be the official designation assigned by the National Park Service following submission and approval of the National Register of Historic Places nomination. **NOTE:** This is typically entered by DHR staff but any user can select this name explanation.

Appendix B. Resource Type (screen 4):

Resource Type	Resource Type	Resource Type
Administration Bldg.	Chimney	Fortification/Military Base
Agricultural Bldg.	Church School	Foundation
Agricultural Outbuildings	Church/Chapel	Fountain
Airfield	Cistern	Funeral Home
Amphitheater	City/Town Hall	Furnace
Animal Shelter/Kennel	Classroom Building	Garage
Apartment Building	Clinic	Garden
Apiary	Clubhouse	Gatehouse/Guard House
Arcade	Coal House	Gateposts/Entry
Archaeological Site	Coal Tower	Gazebo
Archway	Coast Guard Station	Granary
Armory	Commercial Building	Greenhouse/Conservatory
Auditorium	Communications Facility	Gymnasium
Automobile Showroom	Convent	Hangar
Aviary	Corncrib	Historic District
Aviation-Related	Courthouse	Hospital
Bandstand	Crypt	Hotel/Inn
Bank	Culvert	Ice House
Barbecue Pit	Customs House	Incinerator
Barn	Dairy	Jail
Barn, Dairy	Dam	Kiln
Basketball Court	Department Store	Kitchen
Bath House	Depot	Lake
Battle Site	Dining Hall/Cafeteria	Landscape Feature, Man-Made
Bell Tower/Carillon	Distillery/Still House	Landscape Feature, Natural
Blacksmith Shop	Dock	Library
Boat	Dormitory/Barrack	Lighthouse
Boathouse	Dormitory/Barracks	Lodge
Boiler House	Double House	Magazine
Bomb Shelter	Dovecote	Market
Bowling Alley	Dwelling/Store	Mausoleum
Brewery	Earthworks	Meeting/Fellowship Hall
Bridge	Electrical Transmission Line	Mental Hospital
Bus Station	Energy Facility	Military Residential/Quarters
Camp	Exhibition Hall	Milk Tank
Camp Cabin	Factory	Mill
Canal	Fairground	Mill house
Canal Lock	Fence	Mining Structure
Capitol	Field	Missile Site
Carport	Fire Station	Mixed: Domestic/Industrial
Carriage House	Fire Tower	Mixed: Commerce/Domestic
Cemetery	Fish Hatchery	Mobile Home/Trailer
Ceramics workshop	Ford	Monastery
Chicken House/Poultry House	Forest/Woods	Monument/Marker

Appendix B. Resource Type, Continued (screen 4):

Resource Type	Resource Type	Resource Type
Mortuary	Resort	Underwater
Motel/Motel Court	Restaurant	Unoccupied Land
Multiple Dwelling	Restroom Facility	Vacant Lot
Museum	Riding Ring	Vineyard
Music Facility	Road/Road Trace	Voting House
Nursing Home	Road-Related (Vehicular)	Wall
Observatory	Root Cellar	Warehouse
Office/Office Building	Roundhouse	Wash House
Orchard	Sanitarium	Water Tower
Other	Scale/Scale Building	Well/Well House
Outbuilding, Domestic	School	Windmill
Park	Sculpture/Statue	Winery
Parking Garage	Secondary Dwelling	Work in Progress
Parking Lot	Seminary	Work of Art
Parsonage/Glebe	Service Station	Workshop
Pedestrian-Related	Sewer/Water Works	
Pen	Shed	
Pet Cemetery	Shed, Generator	
Pier/Boat Ramp	Shed, Machine	
Planetarium	Shed, Tool	
Plantation	Shed, Vehicle/Equipment	
Playing Field	Shed, Wood	
Plaza/Courtyard	Shelter	
Police Station	Shopping Center	
Pond	Shrine	
Pool House	Silo	
Pool/Swimming Pool	Single Dwelling	
Poor House/Farm	Slave/Servant Quarters	
Post Office	Smoke/Meat House	
Potato House	Spring/Spring House	
Power Plant	Stable	
Prison	Stadium	
Privy	Storage	
Processing Plant	Store	
Professional	Synagogue	
Property	Tavern/Ordinary	
Pump	Tennis Court	
Pump House	Theater	
Quarry	Tobacco Barn	
Quonset Hut	Toll House/Booth	
Rail-Related	Track	
Railroad Bed	Trail	
Research Facility/Laboratory	Trough	
Reservoir	Tunnel	

Appendix C: Form (Screen 4):

- **A-Frame:** A house, usually constructed of wood, with a roof that extends steeply downward from both sides of a central ridge, almost to the building foundation. A rigid structural framework in the shape of the upright upper-case letter “A” supports the roof. Refer to page 499 of McAlester’s *A Field Guide to American Houses* for images.
- **American Four-Square:** A one- or two-story house with a square floor plan and four rooms, one integrated into each corner. A hipped or pyramidal roof, occasionally with hipped dormers, surmounts the house and an off-center entry door pierces the façade.
- **Bungalow:** A small one-story or one-and-a-half story house form with Asian origins and popularized during the early-twentieth century Arts & Crafts/Craftsman movement. The house usually has a low profile and wood-frame construction.
- **Concrete Shell:** Also known as a thin shell concrete structure, the form historically employed thin, often curved, or domed slabs of concrete. The shell form, dating as far back as the second century (the Pantheon in Rome), does not have any interior or exterior structural support. The form appears in different building types: storage, commercial and residential. Modern thin concrete shells, first seen in the 1920s, are made from thin steel reinforced concrete, but still, there is not any form of structural reinforcement, other than from the building form itself.¹
- **Contemporary:** Defined in the McAlester field guide as more of a style, the contemporary form is seen transcending modern styles; see pages 477 & 483 in McAlester’s *A Field Guide to American Houses* for examples.
- **Dome:** For a definition and examples of the dome form, refer to pages 496 & 497 of McAlester’s *A Field Guide to American Houses*
- **Duck:** Roadside architecture is perhaps a more common name for this architectural style/form. The Duck name refers to a specific building constructed in the shape of a duck because it housed a poultry shop. Philadelphia architect Robert Venturi coined the term because of the Duck building built on Long Island, NY, in the 1930s. Regardless of the term that is used to describe this form, it is a building that intentionally advertises itself through its unique shape.²
- **Googie:** This architectural form incorporated bold angles, colorful signs, plate glass, sweeping cantilevered roofs, and pop-culture imagery into its building design. Architects used “Googie” in bowling alleys, chain restaurants, coffee shops and other commercial buildings built after WWII up until the 1960s.³
- **Hyperbolic Paraboloids:** This building form is also referred to as saddle roof because of its saddle-like appearance and form. Essentially, hyperbolic paraboloids are the intersection of concave and convex lines. See this issue of Kansas Preservation for some pictorial examples: http://www.kshs.org/resource/ks_preservation/kpmayjun07.pdf.
- **I-House:** A vernacular house that is one room deep, two stories high and three or five bays wide and forms an I-shape.
- **Mixed Use:** A building that functions simultaneously in different capacities. For example, a building with a commercial enterprise in the first floor has residential units in the second floor.
- **Octagon:** An eight-sided architectural form made popular during the Exotic Revival (1840-1880) architectural movement.

¹ http://en.wikipedia.org/wiki/Concrete_shell#Historic_concrete_shells. Accessed 5.22.2009.

² <http://www.outsidelands.org/giantcamera.php> Accessed 3.30.2009.

³ <http://www.spaceagecity.com/googie/> Accessed 3.30.2009.

- **Palladian:** Primarily used for Italian villas, Andrea Palladio popularized this five-part house form during the 16th century. Brought to the United States in architectural pattern books, architects used this house form in the 18th and 19th centuries to mirror the villa form: a large central block connected to smaller, flanking pavilions (blocks) via hyphens.
- **Pre-fab (Pre-fabricated):** A pre-fabricated resource is one that arrives on site already constructed. A mobile home or metal outbuildings are examples.
- **Shopping Mall/Center:** A shopping center enclosed within a large structure; sometimes two or three stories high, placed around a central atrium; may have numerous stores, entertainment facilities such as movie theaters, fast-food outlets, restaurants and public areas.
- **Shotgun:** Typically, a shotgun house is a narrow, front-gable, one-story house that is one-room wide and has a full-width porch that spans the facade.
- **Skyscraper:** Using Louis H. Sullivan's requirements, the modern skyscraper form must have a sub-grade story and an attic, "an elaborate ground floor and a mezzanine for consumer-oriented businesses, and an indefinite number of tiers of offices."⁴
- **Split-Level:** Another stylistic form employed during the Modern movement according to McAlester's *A Field Guide to American Houses* (see pages 477 & 481).
- **Usonian:** Frank Lloyd Wright developed this house form in 1936 during the midst of the Great Depression. Wright's motive was to control building expenses. The house does not have an attic, a basement, and minimal architectural expression. The form features a low-pitched roof and an open interior space and was typically one-story in height. Find additional information about the Frank Lloyd Wright's Usonian House movement here: <http://www.pbs.org/flw/buildings/usonia/usonia.html>.

Appendix D. Recommended Architectural Style Manuals

The DHR does not require the use of any one architectural style manual but DHR does recommend the following reference books to those individuals conducting cultural resource surveys in the Commonwealth of Virginia:

- Harris, Cyril M. *American Architecture: An Illustrated Encyclopedia*. New York: W.W. Norton & Company. 1998.
- Lounsbury, Carl S., Ed. *An Illustrated Glossary of Early Southern Architecture and Landscape*. Charlottesville, VA: The University Press of Virginia. 1994.
- Massey, James C. & Shirley Maxwell. *The Illustrated Old House Glossary*. Washington, D.C.: The Historic House Association of America. 1983.
- McAlester, Virginia & Lee. *A Field Guide to American Houses*. New York: Alfred A. Knopf. 1996.

⁴ Dell Upton. *Architecture in the United States*. Oxford: Oxford University Press. 1998. p. 212.
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March 2012